

GLOSSARY

Ability: *is the physical and mental skill to do something.*

Active cell: *is the one that is selected.*

Alignment: *refers to the arrangement of text (left, right or center aligned).*

Attitude: *is a way of thinking or feeling about something.*

Barrier: *refers to a problem, rule or situation that prevents somebody from doing something, or makes something impossible.*

Bold text: *means making a text darker and thicker.*

Capital: *refers to the money available for starting a business venture.*

Cell: *is the place where a row and column intersect.*

Cell range: *is a range of cells that are selected.*

Column: *refers to the vertical arrangement of cells.*

Competence: *refers to the ability to do something well.*

Decisiveness: *refers to the ability to make the right decisions at the right time.*

Digital presentation: *is a presentation made on a computer using a software, which has text, images, video and audio, and various other features to make it attractive.*

Efficiency: *is the ability to do things accurately, successfully and without wasting the available resources.*

Feedback: *is an advice, criticism or information about how good or useful something or somebody's work is. It aims to help someone improve one's work.*

Filter: *refers to filtering data, which means selecting and displaying few records out of the total list.*

Formatting text: *refers to changing the look, size, colour, etc., of the text.*

Formula Bar: *is the place, where data or formula can be entered in the selected cell.*

Goal: *is the aim or target one wants to achieve.*

Initiative: *is the ability to take charge and act in a situation before others.*

Interpersonal: *is connected with relationships between two people.*

Interpersonal skills: *are the competencies required to work with two and more people.*

Italicise text: *means making the text appear slanting to the right.*

Layout: *is the arrangement of text, images, shapes, etc., on a slide.*

Operator: is the symbol used in a computer to perform mathematical functions, such as addition(+), subtraction(-), multiplication(\times) and division(\div)

Opportunity: is a chance to do something, generally, the right time or moment to do something.

Organisational skills: are the ability to use one's time, energy and resources well to be able to achieve one's goals.

Perseverance: is the ability to continue to do something, even when it is difficult.

Risk: is a situation, which has a chance of failure.

Row: is a horizontal arrangement of cells.

Sorting data: means arranging data in a particular order, for example in alphabetical order.

Stress: refers to the state of mental pressure, tension or anxiety.

Stress management: includes techniques aimed at controlling a person's stress level so that the person feels healthy and positive again.

Underline text: means drawing a line under the text.

Venture: is a new business activity that, usually, involves risks.

Wrap text: means adjusting the text within a cell so that it is fully visible without changing the column size.